

Adjustment/Accrual Voucher:

1. Account 2205000 receives an order to test a soil sample on April 30<sup>th</sup>. The test results are completed and the customer invoiced on May 31<sup>st</sup> for \$200 and the customer pays on July 3<sup>rd</sup>. What document(s) would be used, and when would this revenue be recognized?
  
2. Account 1356570 entered into a 12 month service agreement in the amount of \$12,000 from April 1– March 31, and was booked in full to object code 6601. What document(s) will be used and what fiscal year will this be recognized in?
  
3. An individual traveled from June 24<sup>th</sup> – June 30<sup>th</sup>, and have not turned in their receipts, so a AV must be done for account 1356570. Per the TA they had the following expenses:
  - a. Airfare purchased on the ghostcard in May for \$350
  - b. Per diem of \$217
  - c. Parking of \$50
  - d. Mileage of \$38.50
  - e. Hotel of \$275.50
  - f. Accrual Voucher:

Pre-Encumbrance/Disencumbrance:

4. Department 1501 will be submitting a Disbursement Voucher for \$700 to be paid to the Music Store (the vendor) who will be the music service provider for the College's commencement exercises on May 13, 2016. The account number is 1322700, and the object code for the expense is 6601. We want to earmark the \$700 now (in April).
5. On February 20, 2016, \$500.00 was encumbered on Account 2702200-6201 with document 2508773. The supplies have been received and this amount needs to be disencumbered since a reversal date was never selected.

Transfer of Funds:

6. Account 2100100 is currently in deficit by \$4,321 and has approval from Campus Services to be subsidized by account 1356570. A Transfer of Funds needs to be created to move the funds.
  
7. Account 1356570 is funding a bathroom remodel of \$5,000 and needs to move funds to account 7749729.